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ADVISORY CIRCULAR

DEPARTMENT OF TRANSPORTATION FEDERAL AVIATION ADMINISTRATION

SUBJECT: THE CONTINUOUS AIRPORT SYSTEM PLANNING PROCESS

1. PURPOSE. The purpose of this advisory circular is to provide guidance on the Continuous Airport System Planning Process (CASPP). This process is utilized in establishing a planning capability to monitor and assess the effects of changes in the many variables and issues influencing a plan with the objective of maintaining a plan responsive to current and forecast conditions. In addition to describing the components of a CASPP, sponsor organizational structures and Federal financial participation in continuous planning activities are discussed.
 2. REFERENCES.
 - a. The latest issuance of the following free publications may be obtained from the Department of Transportation, Publications Section, TAD-443.1, Washington, D.C. 20590. Advisory Circular 00-2, updated triannually, contains the listing of all current issuances of these circulars and changes thereto.
 - (1) AC 150/5000-3, Address List for Regional Airports Divisions and Airports District Offices.
 - (2) AC 150/5050-4, Citizen Participation in Airport Planning.
 - (3) AC 150/5900-1, The Planning Grant Program for Airports.
 - b. The latest issuance of the following for sale publications, which can be found in AC 00-2, may be obtained from the Superintendent of Documents, U.S. Government Printing Office, Washington, D.C. 20402. Use the GPO catalogue number when ordering, along with the FAA number and title.
 - (1) AC 150/5050-3, Planning the State Airport System.
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(2) AC 150/5070-5, Planning the Metropolitan Airport System.

3. HOW TO OBTAIN THIS PUBLICATION. Additional copies of this circular, AC 150/5050-5, The Continuous Airport System Planning Process, may be obtained from the Department of Transportation, Publications Section, TAD-443.1, Washington, D.C. 20590.


WILLIAM V. VITALE
Director, Airports Service

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CHAPTER 1. INTRODUCTION

1. GENERAL. Airport planning, which was stimulated by the inception of the Planning Grant Program (PGP) as authorized by the Airport and Airway Development Act of 1970, has evolved from isolated examination of individual airports to a process which includes consideration of aviation facility requirements on a state or areawide systems basis as well as on an individual airport basis. This two-level planning process is intended to assure development of plans which satisfy local needs within a framework of state-areawide requirements.

The use of airports systems analysis has increased since 1970 due in part to the availability of Federal funds and a recognition of the need for airport system plans similar to the long-range ground transportation plans provided for by highways and transit. The need to balance airport use within a study area to achieve maximum utilization of existing and new airports and the need to develop airports within a comprehensive planning framework consistent with state and areawide policies and goals also demonstrate the requirement for system planning. In addition, the emergence of the state department of transportation and the areawide planning agency as the focal point for planning activities has provided the institutional thrust for consideration of airports in a comprehensive planning context.

The airport system plan, which is a representation of the aviation facilities needed to meet the short, intermediate, and long-range air transportation requirements of the area, establishes the role, generalized developmental requirements, and timing of development for individual airports within the system. This in turn provides the framework for detailed airport master planning. A system plan is developed around established policy, forecast requirements, the existing system of airports, socio-environmental-financial constraints, and public comment.

After the plan is adopted, changes in requirements and circumstances will occur which may require adjustment or reevaluation of the plan. Aeronautical activity is influenced by economic trends and energy costs; airfield capacity is affected by new technologies and by modifications in air traffic procedures; the financial feasibility of developing airports is subject to availability of local and Federal resources; and environmental compatibility requirements are influenced by changes in national, state, and local policies. Because of changes in the many issues and variables influencing a plan, it is necessary to establish a planning capability to monitor and assess the effects of these changes with the objective of maintaining a plan responsive to current and forecast conditions.

The maintenance of a plan is achievable through implementation of a structured Continuous Airport System Planning Process (CASPP). This process includes continuing surveillance and coordination activities, periodic plan reevaluation, special study as required, and interim and formal plan updates (Figure 1). This planning approach, which parallels the Three C - Continuing, Comprehensive, Cooperative - process as practiced by highways and transit, is accomplished on a continuing basis with a complete cycle of activities typically requiring from 3 to 5 years. Throughout this interval, the sponsoring planning agency is engaged in a planning program designed to assure plan currency and responsiveness. As with the initial system planning efforts, CASPP activities will be eligible for Federal funding.

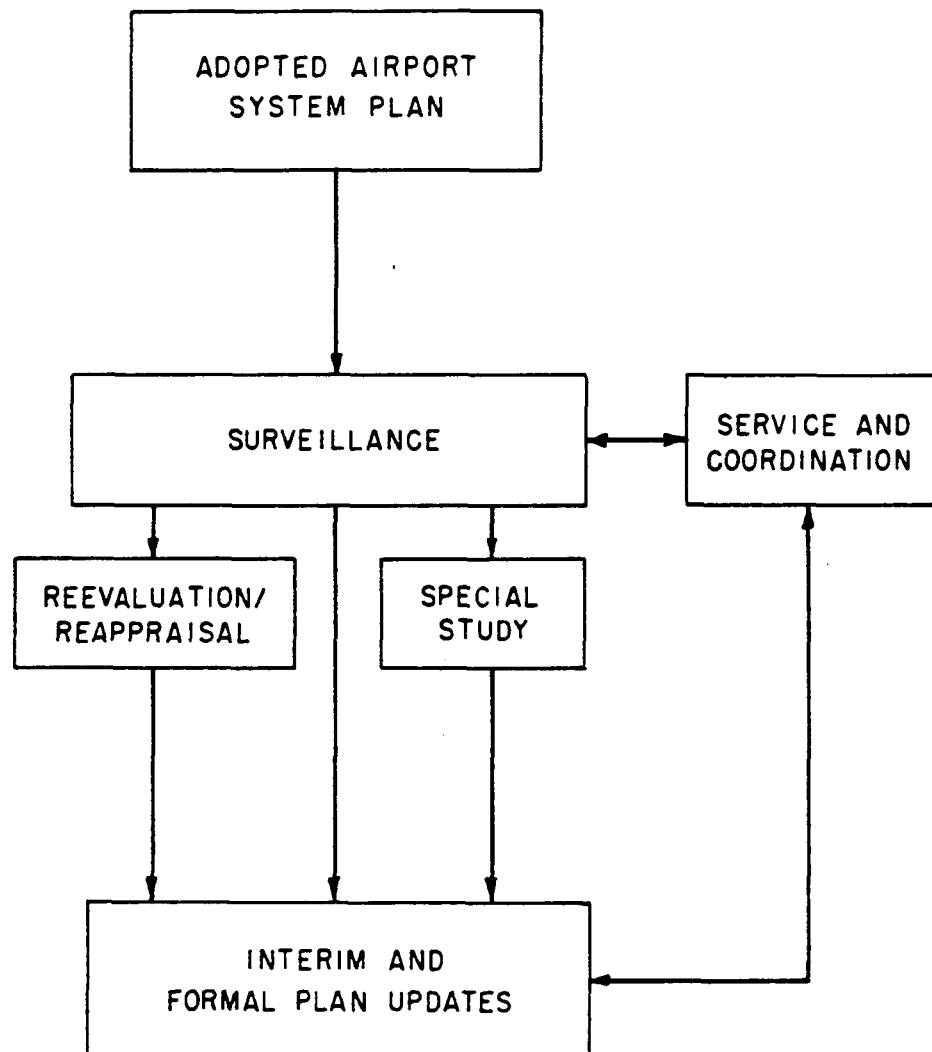


FIGURE 1. CONTINUOUS AIRPORT SYSTEM PLANNING PROCESS

2. OBJECTIVES. The overall objective of establishing and maintaining a continuous airport planning program is to insure that the airport plan remains responsive to the air transportation needs of the area. In addition to the airport system planning goals expressed in AC 150/5070-5, Planning the Metropolitan Airport System, and AC 150/5050-3, Planning the State Airport System, specific objectives associated with the CASPP include the following:
- a. Surveillance, maintenance, inventory, and update of basic data such as aviation activity and socioeconomic-environmental factors relating to the existing airport system plan.
 - b. Review and validation of data affecting the airport system plan.
 - c. Reappraisal of the airport system plan in view of changing conditions.
 - d. Modification of the airport system plan to retain its viability.
 - e. Development of a continuing mechanism for assuring interchange of information between the system planning and master planning processes.
 - f. Provision of a means for receiving and considering public comment in order to maintain and assure the public's awareness of the role airports play in the area's transportation system.
 - g. Redefinition of air transportation goals and policies.
 - h. Integration of airport system planning into a multimodal planning process.
 - i. Analysis of special issues.
 - j. Publication of interim reports and formal plan updates.
- 3.-19. RESERVED.

CHAPTER 2. CONTINUOUS AIRPORT PLANNING PROGRAM

20. GENERAL. The specific study elements included in a continuous program are designed to monitor, enhance, and revalidate the existing airport system plan. The degree of analysis and the breadth of the program are dependent on the objectives and requirements of the planning area. For instance, intermodal aspects may be emphasized in urban areas while data maintenance and service activities may be more appropriate for rural areas. Regardless of differing planning requirements, a continuous program contains five broad components.
- a. Surveillance.
 - b. Coordination and service.
 - c. Reevaluation and reappraisal.
 - d. Special study.
 - e. Reports.
21. SURVEILLANCE. Surveillance includes identification of changes in issues, goals, and objectives as well as of constraints affecting the airport system; updating and maintaining a current data base; and monitoring airport related planning and development activities in the planning area. The result of this continuous planning element should be an update of data which influences the airport system (Figure 2). Besides updating, an adequate surveillance program provides an indication of when changing circumstances warrant plan reevaluation.

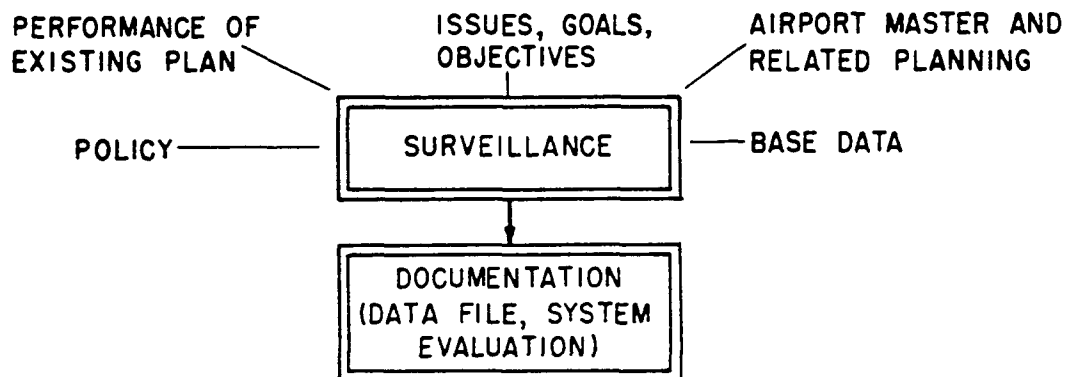


FIGURE 2. SURVEILLANCE

- a. Issues, Goals, and Objectives. Issues affecting transportation planning and specifically the airport system should be identified and their impact assessed. Certain problems or issues may require special study. Likewise, changes in goals and objectives may affect the recommendations contained in the existing plan. It is important that these basic guidelines be kept current.
 - b. Data Base. Current data are essential in assuring that planning decisions are based on latest information. A data updating and monitoring program is a continuing function and includes maintaining a current file on aviation activity statistics (based aircraft, aircraft operations, passenger enplanements, origin and destination information, pilot information), airport characteristics (developmental changes, uses, ownership, constraints, construction costs), airspace utilization, socioeconomic factors (population, income, employment), land-use patterns, and transportation related environmental information. Since this type of data was collected and analyzed in the process of developing the original plan, the continuous process should emphasize updating. However, it can also be used to assemble data not collected in the original plan but which has become necessary for plan refinement and strengthening. An integral part of any data collection and surveillance activity is utilization of pertinent information made available by other planning efforts. Typical data sources include airport master plans, highway and transit studies, land-use plans, and socioeconomic studies prepared for the planning area. Use of this information reduces duplication and at the same time can establish a needed perspective of other planning activities.
 - c. Airport Related Planning and Development Activities. Surface transportation planning and land-use planning are two major activities which can influence the airport system. Because of this interaction, it is necessary to maintain an understanding of related planning and development actions. At the metropolitan level, the Unified Work Program (UWP) provides an indication of near term transportation planning. At the state level, statewide transportation planning programs should be examined for their interrelationship with airport planning. At either organizational level, in addition to related transportation planning, monitoring would include consideration of land development policy, zoning requirements, flood control projects, and surface transportation capital improvement projects.
22. COORDINATION AND SERVICE. This element of the continuous process consists of maintaining coordination with those involved or affected by a planning program and of providing data and assistance to master planning sponsors and other public and private organizations involved in development and implementation programs (Figure 3).

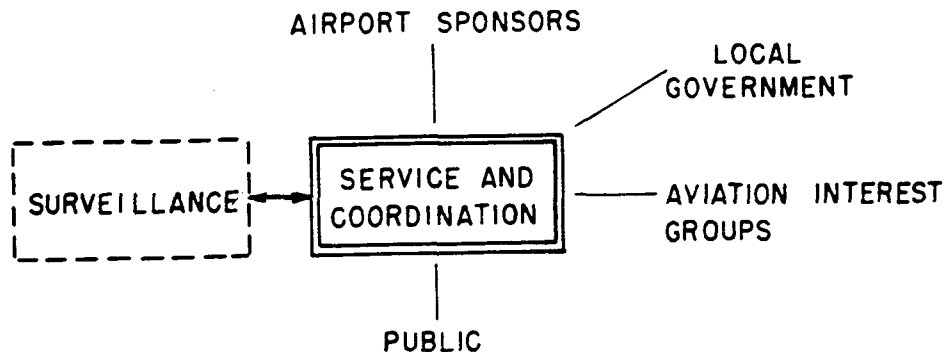


FIGURE 3. COORDINATION AND SERVICE

- a. Coordination. Coordination is necessary to insure that the planning study receives input from those affected by the plan including airport sponsors, local government, aviation interest groups, and the public.
 - (1) Airport Sponsors. Coordination with airport sponsors allows an exchange of forecast data, airport role requirements, and anticipated facility needs. This exchange should help prevent duplicative effort and establish continuity in planning programs.
 - (2) Local Government. The results of systems analysis can affect local decisions in the areas of land-use zoning, access planning, and other capital improvement expenditure decisions. Because of this interaction, coordination is necessary to prevent conflicting investment and planning decisions.
 - (3) Aviation Interest Groups. User groups serving airports such as general aviation, fixed based operators, and the airlines should be given an opportunity to provide input in the planning process.
 - (4) Public. Public information programs are an important method for insuring communication and input from interested parties. The continuous process should make provisions for conducting public information sessions and workshops and for publishing news releases, newsletters, etc.
- b. Service. Service includes the delivery of needed planning data and assistance to those responsible for plan implementation. Coordination and service are interdependent, and together include working with local government and airport sponsors and making available to them the technology developed during the airports

systems analysis. Services consist of supplying current and forecast socioeconomic, land use, and aviation activity data; assistance to operating agencies responsible for plan implementation; and providing information on changes to system recommendations resulting from the continuous process. The service and coordination functions establish the link and continuity between the planning organization and those responsible for implementing the plan. Without this interface, the danger exists from planning in a "vacuum." This element of the process should be an ongoing responsibility regardless of the extent of other concurrent planning activities.

23. REEVALUATION AND REAPPRAISAL. This element of the CASPP is the evaluation of the basic airport system plan in relation to the existing conditions. Reevaluation is necessary when surveillance reveals changes or identifies constraints which impact or affect the validity of the existing plan. This component of the process may be necessary every two to three years or it can be accomplished on a yearly incremental basis. Surveillance, coordination, and reevaluation are accomplished concurrently thus establishing an iterative procedure which promotes plan refinement (Figure 4). The reevaluation includes all segments of the initial plan except data collection which is a surveillance function. However, the degree of analysis of elements is dependent on the factors which have precipitated the reevaluation requirement.

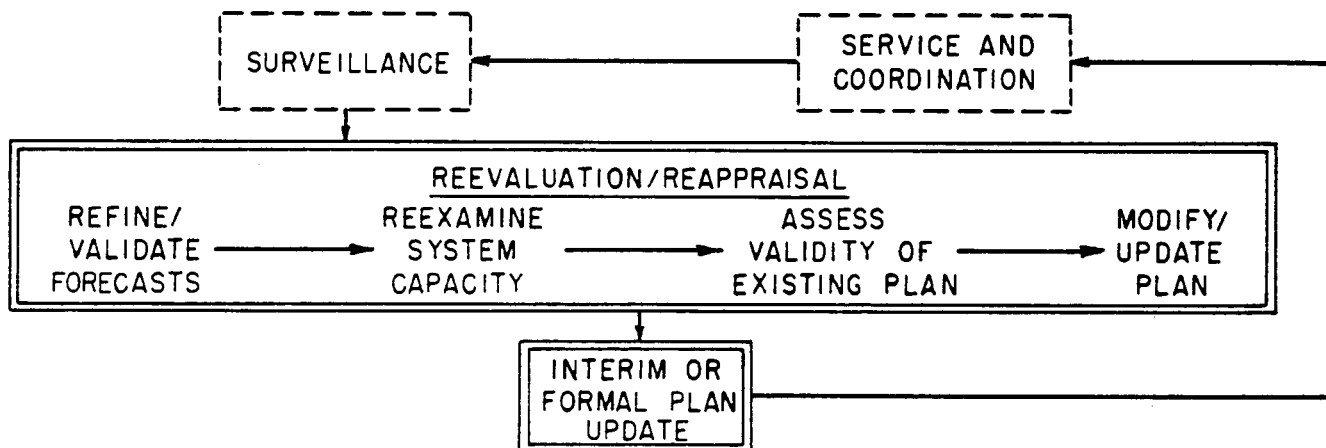


FIGURE 4. REEVALUATION/REAPPRAISAL

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- a. Forecasts and Capacity Analysis. Forecasting and capacity analysis should be of a refinement nature and should result in new or extended 5, 10, and 20-year figures. Review of forecasts requires consideration of refined base data, validation of assumptions used in preparing the existing system plan forecasts, and comparison of actual activity levels with prior forecasts. Forecasts from individual master planning should also be evaluated and consideration given to other modal forecasts or travel models which may have been developed since adoption of the airport system plan. Airfield and airspace capacity may require adjustment because of technological advances, development at existing airports, or new airports in the system. Access and terminal capacity may likewise require refinement because of related capital improvement projects. Individual master planning studies completed or underway in the study area are a source for this information. The objective of both forecast and capacity analysis is to validate, refine, or adjust the information utilized in the existing plan.
 - b. Review Existing Airport System Plan. In this element, current data, revised forecasts, actual activity levels, and updated capacity analysis, including that made available from master planning studies, are compared with the information used in developing the existing system plan recommendations. At this point, the adequacy of the existing plan can be assessed. This procedure will delineate those areas of the existing plan which remain valid as well as those areas requiring reanalysis.
 - c. Modifications to the Airport System Plan. As a result of preceding analysis, the inadequacies and outmoded portions of the existing plan are identified. This element of the process includes analysis of new alternatives based on current and revised forecast conditions, preparing recommended changes to the system plan, revising schedules of plan implementation, and analyzing financial feasibility. The extent of plan revision will depend on the degree of change which has occurred since the development of the existing plan. The techniques utilized in considering alternatives and developing system recommendations should be similar to those employed in preparing an initial analysis. Also, consideration of other modal planning may play a greater role due to an increased recognition of the need for a balanced transportation planning process.
24. SPECIAL STUDY. The examination of new issues relevant to airport systems analysis can be accomplished within the framework of the continuous process or as separate supplemental studies. This element of a CASPP may be required on only an intermittent basis, but it does provide the flexibility to address new issues or to fill gaps in the existing plan. In addition, it permits consideration of special issues

in conjunction with related ongoing planning which in turn assures a greater degree of continuity than if accomplished in isolation (Figure 5).

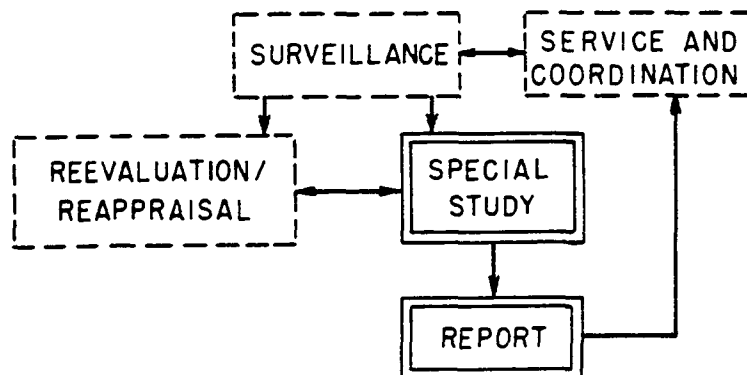


FIGURE 5. SPECIAL STUDY

If Federal financial assistance is sought, special studies must be related to airport systems analysis and should not be directed towards establishing state or local economic policies, state regulatory procedures, or developing policies or procedures which should appropriately be prepared at the Federal level. For example, the analysis of the impact on the airport system of a third-level commuter network could be the subject of a special study.

25. REPORTS.

- a. General. During the cycle of planning activities, information is assembled, the plan is reevaluated, special studies conducted, and the plan revised. Reports are necessary to document these activities and to demonstrate to the public that the process is taking place. Reports also enhance the capability to effectively carry out the service and coordination function.
- b. Types of Reports. Reports can be considered of two types: interim or periodic and formal update. Interim reports include those prepared to document the results of surveillance, special study, and reevaluation/reappraisal. They can likewise be prepared periodically as the aviation element of the annual report on the Unified Work Program or as the product of a planning grant. All of these reports can serve as a means of publishing interim revisions to the system plan as well as revisions to the aviation element of a total transportation plan.

Depending on sponsor requirements, a formal update report should be prepared every 3 to 5 years. This report is the product of a complete update cycle and replaces the existing plan as the source document for

all related planning and development decisions. While the time interval between formal updates is subject to sponsor needs, a revised plan should generally be published at least every five years (Figure 6).

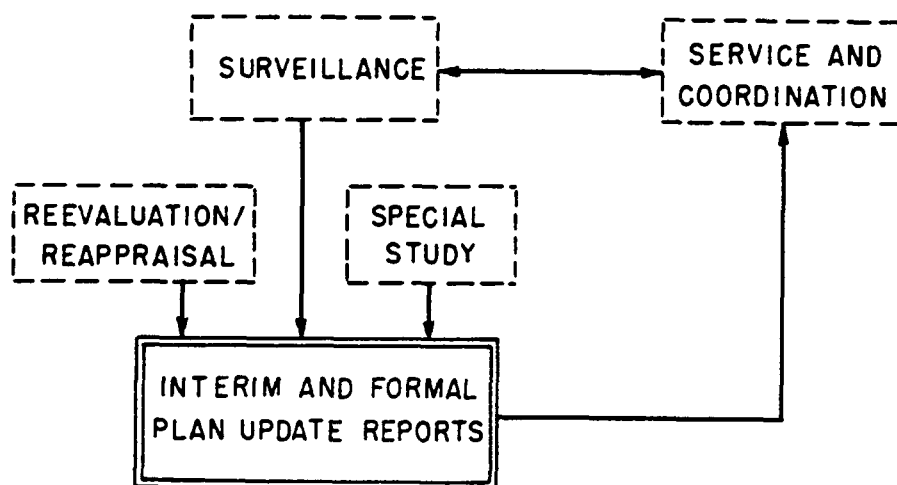


FIGURE 6. REPORTS

26.-29. RESERVED.

CHAPTER 3. ORGANIZATIONAL STRUCTURE

30. GENERAL. The continuous airport planning program is normally established and maintained by the same organization which developed the initial plan. Various agency structures are discussed in FAA advisory circulars on metropolitan and state airport system planning. However, because of the need to examine airports in relationship to other transportation modes, the structure of the planning agency should be evaluated for its ability to undertake comprehensive planning.

To effectively achieve the goals of a CASPP, the planning agency should be structured to accomplish or monitor the following functions:

- a. Technical planning.
 - b. Develop and refine transportation policy.
 - c. Integrate air, highway, rail, and transit planning.
 - d. Service and coordination.
31. STATE ORGANIZATIONS. State agencies authorized by state law to engage in continuous state airport system planning typically include planning offices, aeronautics commissions, and departments of transportation.
- a. Technical Planning. The majority of initial state plans was prepared by consultant firms with program management provided by the state agency. However, for the continuous process, it is desirable that the surveillance and coordination functions become the responsibility of the state organization. The state should also be able to discuss and make adjustments in the state plan which result from metropolitan system planning and airport master planning. The state may require consultative assistance for the formal updating program or for technical study such as demand/capacity analyses and aviation forecasting.

The development of a state capability to monitor individual planning efforts within the state for the purpose of adjusting the state plan and to be able to respond to airport sponsor requirements are desired goals of the continuous program. This exchange of needs and problem resolution ability enhances the prospect of uniform treatment of airport planning problems throughout the state.

- b. Policy Refinement. Changing transportation, economic, and land-use policies within the Nation and state may dictate the need to reevaluate the basic ground rules employed in developing the initial state plan. The state agency must be in a position to amend state

policy to reflect changes in national policy, the objectives of the state executive and legislative branches, and to incorporate the citizens' viewpoint. In effecting this, the structure of the state organization must provide a mechanism for receiving public comment and for insuring input from the regional/metropolitan planning organizations within the state.

- c. Modal Integration. At the state level, airport planning must be compatible with other modal planning as well as land-use planning. Many states are now developing total transportation plans made up of individual airport, highway, transit, and rail plans which make coordination among all modes a necessity. The responsible state agency should perform the function of insuring the necessary liaison with other transportation organizations. As more states approach their transportation problems on a balanced modal basis, statewide intermodal planning will likely take the form of that now accomplished in the metropolitan areas.
- d. Service and Coordination. The service and coordination components of the continuous process are essential elements in achieving plan refinement and in establishing a two-way flow of information. Because of this need, the state agency must be prepared to receive and disperse information generated by the various levels of the planning process. This flow can be achieved through committees and through the forum of the state's regional/metropolitan planning bodies. The same technical and advisory committees formed at the state level for the initial plan should be retained for the continuous process. This function is a visible element of the CASPP which establishes the interface between planning and implementation.

32. METROPOLITAN/REGIONAL PLANNING ORGANIZATIONS. Planning organizations authorized by state law or designated by the Governor of each state to carry out transportation planning include areawide bodies such as Regional Planning Commissions (RPC) and Councils of Governments (COG) and transportation planning agencies. These planning agencies normally also perform the comprehensive planning functions recognized under OMB Circular A-95. Where the planning agency is different from the A-95 agency, both agencies will be required to enter into an agreement which prescribes the means by which their activities will be coordinated.

The jurisdictional area of the planning agency shall, to the extent possible, conform geographically with the designated state planning districts established under OMB Circular A-95. For continuing planning, the planning area would normally conform to the study area examined in the initial plan.

- a. Technical Planning. The technical planning elements of the continuous program (surveillance, reevaluation, special study) should be under the direction of an airport system planning staff within the planning agency with input from technical committees and consultant firms. Planning expertise can also be drawn from the urban transportation studies and special transportation authorities. The surveillance function lends itself to accomplishment by the planning agency because of its day-to-day involvement in all aspects of planning in the study area. The reevaluation/reappraisal work and special studies may also lie within the expertise of the planning organization. However, assistance from consultant firms may be required for aviation forecasting, airspace and capacity analysis, as well as assessment of new aviation related technological developments. The extent of staff participation will vary from one organization to another.
- b. Policy Refinement. General transportation policy for an area will generally be developed by the planning organizations authorized by state law or designated by the Governor of each state to carry out transportation planning. However, general transportation policy will necessarily be affected by related policy developed by the comprehensive planning agency, the policies of the general purpose local governments, and any existing modal policy committees. The planning staff must be able to detect changing citizen attitudes and assess the impact of changes in both transportation and transportation related policy in order to ascertain if the policy guidelines employed in developing the initial system plan remain valid. This effort is part of the surveillance and reappraisal functions as well as the coordination function. Regardless of origin, the planning organization must be able to translate policy changes into guidelines for technical planning.
- c. Modal Integration. An opportunity for total modal planning occurs at the metropolitan level where functional planning of highways, transit, airports, and land use occur simultaneously. Highway, and later transit, planning has been successfully practiced for many years in the urban areas utilizing the Three C - Continuing, Comprehensive, Cooperative - process. This planning, in conjunction with the airports system analysis, insures adequate assessment of the impact of changes in one modal area on those of the others. This multimodal approach allows a comprehensive analysis of total transportation requirements as well as minimization of duplicative work. The integration of transportation planning is achieved through the Unified Work Program (UWP). The planning agency is responsible for preparing the annual UWP which includes all significant elements of the areawide planning process. The UWP and its relation to the continuous process are discussed in Chapter 4.

- d. Service and Coordination. The service and coordination elements of the CASPP are a continuing requirement. An active effort should be made to involve citizen groups and the general public in the planning process. This involvement can affect policy as well as the technical aspects of maintaining a viable plan. The planning organization should also be able to assemble technical and advisory committees made up of members from jurisdictions throughout the study area and airport operators. Committees such as these provide the forum for coordination as well as dissemination of planning results. Additionally, adequate means must be assured for coordination with individual master planning as well as state planning efforts in order to avoid duplicate analysis and to assure relative continuity between all planning activities.
33. INTERRELATIONSHIP. To be truly effective in developing and maintaining an airport planning process, the state, metropolitan/regional, and local airport organizations must be structured to allow a free exchange of data, forecasts, etc., and to identify and resolve problems. Each of these organizations must depend on the other. The state plan must be kept responsive to local needs, must provide a state framework, but must yet remain sufficiently flexible to integrate the results of metropolitan/regional system planning and master planning into the state plan. The metropolitan plans and airport master plans exist within the framework of the state plan but also are designed to emphasize response to local conditions. Conflicts in goals and plan results can only be resolved on a cooperative basis.
- 34.-39. RESERVED.

CHAPTER 4. ESTABLISHING THE CASPP

40. GENERAL. State and areawide planning agencies responsible for airport systems analysis must assess their planning objectives and determine how they intend to maintain or update their plan. In this assessment sponsors should develop an outline and schedule of the planning activities necessary to insure the adequacy of their planning document. If a planning agency elects to establish a continuous process with the use of Federal aid, the following requirements must be satisfied: the sponsor must be eligible, there must be an adopted system plan for the study area (see paragraph 42 for an exception), the proposed work must be eligible, and there must be evidence that a systematic planning scheme has been established whose objective is a revised or updated plan (Figure 7).

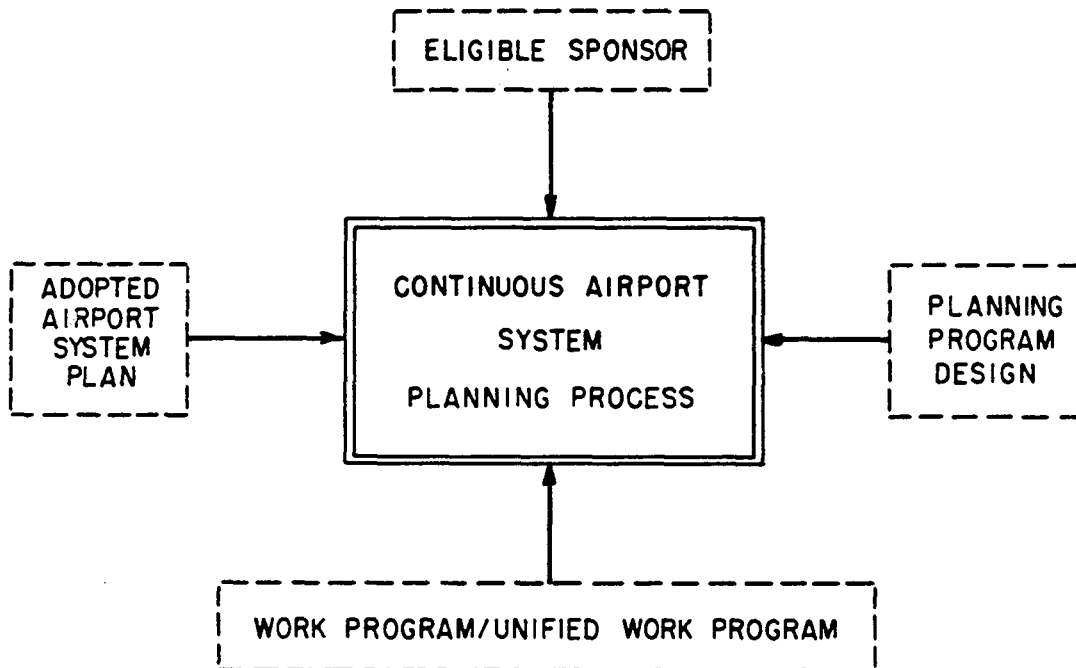


FIGURE 7. REQUIREMENTS FOR ESTABLISHING A CASPP

41. SPONSOR ELIGIBILITY. To be eligible, the sponsor must qualify as a planning agency. By definition, this means any agency designated by the FAA Administrator which is authorized by the laws of the state or states (including the Commonwealth of Puerto Rico, the Virgin Islands, American Samoa, the Trust Territory of the Pacific Islands and Guam) or political subdivision concerned to engage in planning for the areas in which the grant assistance is to be used.

Normally, the sponsor for the continuous process will be the same organization which sponsored development of the initial system planning effort. Organizational requirements at both the state and regional/metropolitan level are discussed in Chapter 3.

If a case should arise where more than one body applies for Federal funding of a continuous airport planning program, and where identification of the appropriate agency empowered to do the planning is not clear, the FAA organization having grant approval authority will designate the eligible applicant. Such designation will normally be based on selection of an agency which is best equipped to perform the continuous planning.

42. EXISTENCE OF ACCEPTABLE AIRPORT SYSTEM PLAN. The establishment of a continuous process is predicated on the availability of an initial planning document. Without a satisfactory base point as provided by an adopted long-range air transportation plan, a continuous program should not be funded. The only exception would be initiating a surveillance program when the time frame for preparing the initial plan is lengthy and there is a need for updating base data.

For eligible metropolitan or regional areas which were studied as part of the overall state plan, a continuous program can be funded based on the availability of the areawide planning accomplished by the state if the planning agency has accepted this planning.

43. PROJECT ELIGIBILITY. The eligibility requirements for a continuous planning grant are the same as those for initial plan development with the additional requirements that an adopted plan be available.

The content for a CASPP includes the surveillance, coordination/service, reappraisal, special study, and report components outlined in Chapter 2. Not all of these components may be required each year as continuous planning is accomplished on an incremental basis with each year's efforts providing the foundation for further analysis. However, the surveillance and service/coordination components, by their nature, are continuing activities and should be included in each year's program. Reappraisal is normally required after two or three years or when surveillance reveals changes which mandate reevaluation of previous plan recommendations. At this point or after another cycle of surveillance-reevaluation, a complete plan update will probably be required which in essence will be a new system plan. This complete update, including a formal report, will normally be necessary at least every 5 years. The timing and frequency are dependent on the rate and extent of airport related changes occurring in the planning area.

44. PLANNING PROGRAM DESIGN. Although the specific planning activities to be accomplished in a continuing process may require adjustment yearly, there is a requirement to have a clearly stated program overview. This overview, or planning program design, is needed to demonstrate the relationship of the currently proposed planning work with that to be accomplished in the ensuing 3-5-year period. It establishes the framework and continuity for the continuous process. The planning program design, which should accompany the grant request, can be brief but should identify objectives, indicate the nature of annual activities for a 3-5-year period, provide a time schedule including when formal updates will be developed, indicate if special studies are anticipated, identify the method of accomplishment for the planning (staff or consultant), and include an estimated budget. The planning program design is similar to the prospectus required by highways and transit and the overall program design required by HUD.
45. UNIFIED WORK PROGRAM (UWP). The incorporation of the proposed planning work in a UWP is a prerequisite for Federal funding of metropolitan system planning, including continuous planning, within metropolitan areas doing areawide urban transportation planning with the assistance of more than one DOT operating administration. Although this requirement primarily applies to areawide planning agencies, the UWP for a metropolitan area should likewise reflect planning to be accomplished by the state for the metropolitan area. Regardless of the organization actually sponsoring the planning activity, the need exists to insure coordination among the various transportation and related planning programs underway within a specific area. The UWP offers the opportunity to effect this coordination and to integrate individual modal planning into a comprehensive transportation planning process. This requirement is equally applicable for both initial plan development and subsequent continuing planning.
- Where a UWP is prepared, it can serve as the program narrative for a continuing program. This assumes that the UWP contains an appropriate level of detail sufficient to describe the proposed planning process. Normally, the UWP describes only a single year's activity which infers an annual funding cycle such as that for highways and transit. However, airport planning programs can be funded for longer periods if there is a need for the work program to cover an extended time frame. Normally, this would be limited to two years. Since specific planning objectives may become uncertain after two years, longer funding cycles could hamper the flexibility of a program and would detract from the ability to address emerging issues.
46. METHOD OF ACCOMPLISHMENT. As discussed in Chapter 3, a CASPP can be sponsored by states or regional and metropolitan planning agencies. The state can have a process which encompasses the entire state or there can be a combination of metropolitan/regional/state programs.

Each areawide agency can be funded separately, or the state can be funded and then contract with the areawide organization to accomplish the planning within their areas. A procedure must be defined and agreed to by the organizations involved to assure uniformity and to avoid duplicate requests for assistance.

The planning work can be accomplished by sponsor staff forces or by consultants or by a combination of both. One of the latent results of establishing a continuing process is the development of an in-house capability to analyze and respond to airport matters. Involvement in the actual planning process will enhance the prospect for building a local problem solving ability, including the resources to weigh airports in the proper perspective with other modes.

47. GRANT APPLICATION REQUIREMENTS. Once all eligibility criteria are met, the grant request is made in the same manner as that for any airport planning grant. The application requirements are specified in AC 150/5900-1, The Planning Grant Program for Airports.
48. ASSISTANCE. Appropriate FAA airports field offices are available to assist potential sponsors in the preparation of project applications for continuous planning programs. AC 150/5000-3, Address List for Regional Airports Divisions and Airports District Offices, contains the addresses of the regional Airports Divisions and Airports District Offices.